



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Administration Division

Section: Accounting and Purchasing Services

Sub-Section: Investments and Cash Management

TITLE: Bank Statements and Reconciliations

CUTOFF: EOSFY

DESCRIPTION: Contracted bank and agent office bank statements and reconciliations used to balance bank accounts. Includes non-state fund accounts and Motor Vehicle contract offices' local bank accounts.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18379

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Collateral Reports

CUTOFF: EOSFY

DESCRIPTION: Non-state funds investment reports to and from the Federal Reserve and other holding banks listing collateral held at both the Federal Reserve and other holding banks to ensure Department of Revenue administered funds are insured.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23244

SERIES STATUS: Approved

APPROVAL DATE:

8/8/2010

TITLE: Interest Distribution Reports

CUTOFF: EOSFY

DESCRIPTION: Reports from contracted banks showing interest distribution to non-state accounts administered by Department of Revenue (DOR). Reports are used to reconcile bank statements and allocate interest to political subdivisions, state and non-state accounts.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6979

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Revenue

Division: Administration Division

Section: Accounting and Purchasing Services

Sub-Section: Investments and Cash Management

TITLE: Monthly Distribution Reports

CUTOFF: EOSFY

DESCRIPTION:

Monthly non-state funds distribution reports used to reconcile monthly reports from contracted banks to information maintained by Department of Revenue. Report contains information on investments, interest earned and service charges.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6981

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Nonstate Funds Transmittal and Interest Sheets

CUTOFF: EOSFY

DESCRIPTION:

Contracted bank advice slips for deposits, withdrawals, interest, pooled investments and Department of Revenue transmittals sheets for Department of Revenue administered non-state accounts. Transmittals and interest sheets are used to reconcile the bank statement to the State Accounting System.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6980

SERIES STATUS: Approved

APPROVAL DATE:

8/8/2010

TITLE: State Funds Deposit Tickets and Ledger

CUTOFF: EOSFY

DESCRIPTION:

Agency deposit tickets, Investment and Cash Management Office (ICMO) ledger, and agency bad check paperwork. Deposit tickets are logged daily and used to approve a cash receipt document in State Accounting System. ICMO reconciles daily the deposit tickets to the ledger.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18378

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010